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Terry L. Maple, State Fire Marshal

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**Date:** April 12, 2012

**To:** Residential Board and Care Facility owners/operators

**From:** Brenda McNorton, Chief Fire Prevention Division

**Subject:** Annual inspection notice

Within the next month, the OSFM will begin our summer inspection schedule which includes inspections of Residential Board and Care facilities throughout the State. You may expect a call from an OSFM Inspector to schedule their visit to your facility prior to the actual inspection. To assist you in preparing for the upcoming inspection, we are providing the following overview of items that our Inspectors will ask to see when they visit your facility.

**Required Documentation**

Inspectors will need to see the following documentation that is required to be maintained as part of your inspection records including the Fire Protection System records and Policy records noted below:

- **Fire Alarm System: Monthly, Quarterly, Annual, Batteries (4years)**
- **Sprinkler System: Weekly (dry), Monthly (wet), Quarterly, Annual**
- **Smoke Detectors: Annually, Sensitivity Testing (most current)**
- **Kitchen Suppression Hood: Bi-annual, Annual, Cleaned (last)**
- **Fire Extinguisher: Monthly, Annual**
- **Emergency Lights/Exits Signs: Monthly (30 second test), Annual (90 minute test)**
- **Generator: Weekly, Monthly, Annual load test**
- **Fire Drills: Not less than 6 times a year with two drills conducted during the night**
- **Evacuation Plan**
- **Fire Procedures**
- **Fire Watch**
- **Smoking Policy**

OSFM Inspectors cannot perform required testing while visiting your facility; you are responsible for inspection, testing, and maintenance, as well as maintaining this documentation on-site. Your facility staff can perform some tests; however, you may need to contact a skilled technician to perform some of the testing of your suppression and notification systems. If you are unsure what tests your staff can perform, contact the OSFM or your local vendor for assistance.

You are also responsible for providing documentation to your staff, residents and visitors on your fire safety policies, procedures and evacuation routes. This information should be reviewed periodically and practiced annually.

These plans and procedures should be kept in a location accessible by staff members. The OSFM Inspector will need to have access to the documentation, as well as the documentation showing that your staff has been trained and drills are conducted with your residents and visitors.

Other areas that OSFM will be inspecting include:

- Exits:
  - Means of egress shall be continuously maintained free of obstructions
  - Egress Illumination:
    - Illumination of means of egress shall be continuous
- Hazardous Room Separation:
  - Doors to hazardous rooms shall be self-closing or automatic closing
  - Designated hazardous rooms shall have a 1-hour fire resistance rating
- Sleeping Room Separation:
  - Sleeping room shall have a fire resistance rate of not less than ½ hour
- Smoking Areas:
  - Where smoking is permitted, noncombustible safety-type ashtrays or receptacles shall be provided
    - A metal container with a self-closing lid shall be used for dumping of cigarette butts/ashes
- Electrical Hazards:
  - Extension cords cannot be used in place of permanent wiring
  - Power-strips shall be UL listed and be protected with a breaker device
  - Electrical panels shall be accessible (3 foot clearance)

If you have not already done so, the Prevention Division has prepared a handbook for you to use to assist you with ensuring your facility is meeting the code requirements outlined by the state. You can find the handbook under the Prevention tab of the OSFM website at:

<http://www.ksfm.ks.gov/assets/prevention/Facility-Information/Residential Board and Care-HANDBOOK.pdf>

Hopefully you will find this information beneficial in preparing for your upcoming inspection. If you have any questions or concerns regarding the information in this correspondence or regarding the inspection process please feel free to contact the Prevention Division of the OSFM at 785-296-3401.

Thanks for your commitment to fire safety in your facility.

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